



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Oregon State Office
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In Reply Refer to:
1245 (OR915) P

June 22, 2009

EMS TRANSMISSION 06/30/2009
Instruction Memorandum No. OR-2009-042
Expires: 9/30/2010

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director, Oregon/Washington

Subject: Audit Coordination, Response, and Follow-up

Program Area: 1245 – Audit Coordination, Response, and Follow-up

Purpose: This Instruction Memorandum (IM) is issued to clarify roles and processes within Oregon/Washington Bureau of Land Management (BLM) for audits and audit responses of BLM activities and programs conducted by the Office of Inspector General (OIG) and the Government Accountability Office (GAO).

Policy/Action: All audits conducted by the OIG and GAO of OR/WA activities will be coordinated through Management and Budget Staff (OR915). The Management and Budget Staff will be the point-of-contact for the GAO and OIG audit activities in Oregon and Washington, including coordination with the auditors and coordination with the Washington Office. Glencora Lannen, Management Analyst, is the point of contact within OR915 for all matters pertaining to OIG and GAO audits.

In the event that the OIG or GAO contacts an OR/WA BLM office directly, the contacted office will promptly fill out BLM Form 1245-1 and email it to OR915.

OR-915 will assign responsibility for follow-up actions responsive to audit report recommendations and track their status and completion. The Management and Budget Staff will be responsible for reporting results to the Washington Office.

Timeframe: Effective immediately.

Budget Impact: None.

Background: At their discretion, the OIG and GAO will conduct audits of BLM activities and programs to assure efficiency, effectiveness, and compliance with applicable laws. The BLM's cooperation and coordination with these audits, and timely implementation of audit recommendations, is governed by statute (Inspector General Act of 1978; Section 236 of the Legislative Reorganization Act of 1970 (31 U.S.C. 1176)), and is supported by Departmental Manual (DM) 360 DM 1-6 and 361 DM 1-3.

The BLM's objectives, as outlined in the BLM Manual 1245 – Audit Coordination, Response, and Follow-up, are to ensure that the BLM cooperates fully with the GAO and OIG auditors, to maximize the use of audit findings and recommendations to improve operations and correct reported deficiencies, to make timely and responsive replies to all audit recommendations addressed to the BLM, and to track audit follow-up activities. All OIG and GAO reports are included in the Annual Assurance Statement provided to the Washington Office.

Manual/Handbook Sections Affected: 1245 – Audit Coordination, Response, and Follow-up

Coordination: Instructions in this IM are provided in coordination with direction provided by the Office of the Secretary, Department of the Interior, and Office of Management and Budget (OMB) Circular No. A-50 (revised).

Contact: Glencora Lannen, Management Analyst, OR915, (503) 808-6434

Districts with Unions are reminded to notify their unions of this instruction memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you with assistance in this matter.

Signed by
Jody Weil
Acting, Associate State Director

Authenticated by
Mary J. O'Leary
Records Section

Attachment

1 – [DOI/BLM Form 1245-1 Audit Contact Report](#) (1p)

Distribution
WO-830

**GENERAL ACCOUNTING/OFFICE OF INSPECTOR GENERAL
AUDIT CONTACT REPORT**